

## **Personnel Policies Gale Library, Newton**

**The policies stated in this document are intended as guidelines only and are subject to change at the sole discretion of the Gale Library Board of Trustees. This document should not be construed as and does not constitute a guarantee of employment for any specified duration. Although we hope that your employment relationship with the Gale Library is long term, the Gale Library Trustees may terminate this relationship at any time for cause. Please understand that only the Gale Library Board of Trustees has the authority to enter into any agreement with you for employment for any specified period of time or to make any promises or commitments contrary to the following policies. Further, any employment agreement entered into by the Gale Library Board of Trustees shall not be enforceable unless it is in writing.**

### **American Library Association Bill of Rights**

The Gale Library Board of Trustees fully acknowledges and adheres to the principles set forth in the American Library Association Bill of Rights.

### **American Library Association Code of Ethics**

The Gale Library Board of Trustees fully acknowledges and adheres to the principles set forth in the American Library Association Code of Ethics.

### **Employment Practices**

#### **Non-Discrimination Statement**

The Gale Library does not discriminate against qualified individuals on the basis of national origin, race, color, gender, creed, age, marital or familial status, or mental or physical disability.

#### **Recruitment**

The recruitment of a new Library Director will be conducted by the Board of Trustees. The recruitment of new employees will be conducted by the Library Director and approved by the Board of Trustees. Applications for open positions are available to current Gale Library employees and outside applicants.

#### **Hiring and Firing**

According to NH RSA 202A:15 the Board of Trustees is granted the power to hire a librarian (Library Director) for an agreed upon term of years. According to NH RSA 202A:11 all other employees of the library are appointed by the Board of Trustees in consultation with the librarian (Library Director) and serve at the pleasure of the Board.

According to NH RSA 202A:17 the Board of Trustees is also granted the specific power to fire library employees for "malfeasance, misfeasance, or inefficiency in office, or incapacity or unfitness to perform the employee's duties." The Board of Trustees may only discharge an employee for cause, with written notice to the employee, and if requested by the employee, after a public hearing before the Board of Trustees within 30 days of the notice.

The Board of Trustees is not prevented from laying off an employee due to lack of funds or other reasons beyond the control of the Board.

All staff and volunteers are required to submit a copy of a Criminal Record Release Authorization Form. The library will cover the cost for this service. All staff members must have a photo ID in their personnel file.

## **Personnel Actions**

### **Confidentiality of Personnel Records**

Personnel records are to be kept strictly confidential. An employee has the right to access their own personnel record at any time; all others are limited access on a need-to-know basis or as required by law.

### **Performance Reviews**

The orientation period for a newly hired Library Director will be a minimum of six months. Upon completion of the orientation period, a job evaluation will be conducted by the Board of Trustees. Provided a positive evaluation is reached, the position will be considered filled. Further, the Library Director will be evaluated by the Board of Trustees annually, on the approximate anniversary date of hire.

The orientation period for all other employees will be a minimum of three months. Upon completion of the orientation period, a written summary of the employee's progress will be presented to the employee by the Library Director. The written summary will be signed by the employee and then placed in the employee's personnel file. A copy shall be given to the employee. Provided a positive evaluation is reached, the position will be considered filled.

All employees will be evaluated by the Library Director annually in September and the results will be made available to the Board. All completed job performance evaluations will be made available to those being evaluated. Each employee will be required to sign an acknowledgment of receiving and reading their evaluation. Any employee can meet with the Library Director and Board of Trustees to discuss any dissatisfaction with the evaluation. The signed original for each employee will be kept in a confidential personnel file.

### **Disciplinary Action**

As manager and supervisor of library operations and human resources, the Library Director will keep written documentation of disciplinary action for all employees. The Library Director will report such documentation to the Board of Trustees. The Board of Trustees, as the governing body of the library, will keep written documentation of disciplinary action for the Library Director. Disciplinary action will be taken when an employee willfully and/or continually works against the library policies and procedures resulting in: 1) a disturbance in regular work patterns, performance or public service, and/or 2) recurring behaviors or work habits that interfere with an employee's ability to complete their duties as outlined in their job description. Records of disciplinary action will be kept confidential in the relevant personnel file and the employee will receive a copy of the report. An employee can reply in writing and request it be filed in their personnel file. An employee can request a meeting with the Library Director and the Board of Trustees to discuss their disciplinary action. An employee will be given a reasonable opportunity for improvement.

### **Grievance Procedure**

The Board of Trustees will honor and follow all grievance requests and procedures in compliance with NH RSA 202A:17. See also above, Disciplinary Action.

### **Dismissal**

If it has been determined an employee should be removed for cause, or for reasons beyond the control of the Board, the employee will be given written notice in accordance with NH RSA 202A:17.

**Resignation**

Resignations should be presented in writing to the Library Director and to the Board of Trustees. The Library Director is expected to give a minimum of one month's notice. All other employees are expected to give a minimum of two weeks' notice.

**Salary Administration****Determination**

Wages and number of hours worked for all positions will be established annually by the Board of Trustees in accordance with the Town's payroll matrix.

**Time Records/Pay Checks**

Time records and other records of time worked will be kept by the library. New Hampshire state law requires that such records be kept for four years.

**Deductions**

Social Security, Medicare and other deductions required by federal and state law shall be withheld from pay.

**Conditions of Work****Work Schedule and Breaks**

For every four consecutive hours worked, all employees are entitled to one 10-minute break. For every five consecutive hours worked, all employees are entitled to one 30-minute break.

**Non-Harassment Policy**

The Gale Library does not tolerate sexual harassment in the workplace as defined by the NH Human Rights Commission. The library will handle complaints according to current federal and state laws. Any complaints must be submitted in writing to the Gale Library Board of Trustees.

**Security at Work**

Security measures are in place and all employees will be made aware of policies and procedures related to security at the time of hire.

**Worker's Compensation and Unemployment Compensation**

Worker's compensation and unemployment compensation claims will be handled according to current laws established by the state of New Hampshire.

**Types of Leave****Bereavement Leave**

All permanent employees are entitled to up to three consecutive paid days of work for immediate family deaths. In the event of a unique situation, the Board of Trustees reserves the right to review requests for an extension of leave. Definition of immediate family: Spouse, parent, sibling, child, grandparent, grandchild, in-law.

**Maternity, Jury and Military Leave**

A leave of absence will be granted to all permanent employees in full compliance with all federal, state and local laws in effect at the time of leave. The library will supplement jury pay to equal the employee's base library wages on days missed due to jury duty.

## **TYPES OF EMPLOYMENT**

The Gale Library has three types of employees: Full-Time Permanent, Part-Time Permanent and Temporary/On-Call.

## **FULL-TIME PERMANENT EMPLOYEES**

Individuals who are scheduled to work forty (40) hours per week for 12 or more consecutive months. Full-time employees cannot exceed more than 40 hours per week. Currently, the Library Director is the only Full-Time Permanent Employee.

### **Benefits**

#### **PTO**

The Library Director will receive two weeks (80 hours) of PTO (Paid Time Off) hours for vacation upon the completion of one year of service. Three weeks of PTO (120 hours) will be received after five years of service. The maximum to be earned annually is three weeks (120 hours) of PTO hours for vacation. The Library Director will also receive an additional amount of 64 PTO hours to be used as sick or personal time.

#### **Banking of PTO**

PTO hours may not be accumulated and must be used within the calendar year. Requests to carry over PTO hours to the following calendar year must be addressed with the Board of Library Trustees and receive approval by the Board. In the event that the Library Director has exhausted all other forms of leave, an amount equivalent to the hourly rate not worked will be deducted from wages.

#### **Status of PTO Benefits at Termination**

According to New Hampshire state law all accumulated PTO days will be paid on a pro-rated basis to terminated employees.

#### **Health Insurance and Retirement**

The Library Director is eligible to receive health insurance and retirement benefits. Deductions will be withheld from salary for these benefits in addition to other deductions required by state and federal law.

#### **Holidays**

The Library Director will be entitled to 11 paid holidays per year. Actual holidays will be determined annually by the Board.

#### **Professional Development**

All permanent employees will be given the opportunity to request financial assistance for courses and workshops that will directly benefit the library. Reimbursement will be contingent upon completion of the course with a satisfactory passing grade.

**Reimbursements**

All permanent employees will be reimbursed for mileage expenses for attendance at professional meetings, conferences and other work-related events and trips. Reimbursement forms should be submitted no later than the last day of each month, along with time records, to ensure timely reimbursement.

**Memberships**

The library will maintain memberships with the New Hampshire Library Association, American Library Association, Children's Librarians of New Hampshire and a regional library cooperative. All membership fees and mileage expenses will be paid by the library.

**Unpaid Leave**

Requests for extended unpaid leave should be addressed to the Board. Requests should be made in writing and should be filed at least one month in advance. There is no guarantee requests will be granted by the Board.

**PART-TIME PERMANENT EMPLOYEES**

Individuals who are scheduled to work less than forty (40) hours per week for 12 or more consecutive months.

**Benefits****PTO Benefits**

Employees will receive two weeks of PTO hours for vacation time after one year of service. A week's pay is considered the normally scheduled working hours for a 7-day work week.

**Banking of PTO**

PTO hours may not be accumulated and must be used within the calendar year. Requests to carry over PTO hours to the following calendar year must be addressed to the Board of Library Trustees and receive approval by the Board. In the event that an employee has exhausted all other forms of leave, an amount equivalent to the hourly rate not worked will be deducted from wages.

**Status of PTO Benefits at Termination**

According to New Hampshire state law all accumulated PTO days will be paid on a pro-rated basis to terminated employees.

**Health Insurance and Retirement**

Part-time permanent employees are not eligible for health and retirement benefits at this time.

**Holidays**

Employees will be paid for holidays for which they are actually scheduled to work.

**Professional Development**

All permanent employees will be given the opportunity to request financial assistance for courses and workshops that will directly benefit the library. Reimbursement will be contingent upon completion of the course with a satisfactory passing grade.

**Reimbursements**

All permanent employees will be reimbursed for mileage expenses for attendance at professional meetings, conferences and other work-related events and trips. Reimbursement forms should be submitted no later than the last day of each month, along with time records, to ensure timely reimbursement.

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**Unpaid Leave**

Requests for extended unpaid leave should be addressed to the Board. Requests should be made in writing and should be filed at least one month in advance. There is no guarantee requests will be granted by the Board.

**TEMPORARY/ON-CALL EMPLOYEES**

Individuals who are not on a regularly scheduled weekly basis. Some examples are substitute staff, cleaning and winter assistants.

**Benefits**

There are no PTO, paid holidays, health or retirement benefits.

**Job Descriptions**

A job description will be given to all candidates during the interview and/or at the time of hire. It is expected that all newly hired employees have read and understood the job description for their position.

**I understand that the Gale Library Personnel Policies set forth in this document are not an expressed or implied contract of employment, but rather an overview of the working rules of the Gale Library and the benefits offered. These can be changed at any time at the discretion of the Gale Library Board of Trustees.**

**Amended Policy on July 11, 2007**

**Amended Policy on December 12, 2007**

**Amendment on March 9, 2011**

**Amendment on July 18, 2012**

**Amendment on August 8, 2012**

**Amended on February 14, 2013**

**Amended on May 14, 2014**

**Revised on June 9, 2021**

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Employee Signature / Printed Name

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Today's Date

\_\_\_\_\_  
Library Director Signature / Printed Name

\_\_\_\_\_  
Today's Date

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Gale Library Board of Trustees Signatures

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Today's Date